

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 11-402

**AIR FORCE MATERIEL COMMAND
Supplement 1**

11 JANUARY 2000

Flying Activities

**AVIATION AND PARACHUTIST SERVICE,
AERONAUTICAL RATINGS AND BADGES**

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OPR: HQ AFMC/DOOT
(SMSgt Marvin J. Davis)
Supersedes AFI 11-402/AFMCS1, 1 April 1995

Certified by: HQ AFMC/DOO
(Col Robert J. Wood)
Pages: 8
Distribution: F

This supplement expands on AFI 11-402, *Aviation and Parachutist Service, Aeronautical Ratings and Badges*. It applies to all Air Force Materiel Command units. It does not apply to the Air National Guard or to US Air Force Reserve units and members. If supplemented, send a copy to HQ AFMC/DOO, Bldg 266, Rm S132, 4225 Logistics Ave, WPAFB OH 45433-5740.

SUMMARY OF REVISIONS

This supplement supersedes AFI 11-402/AFMC Sup 1, 1 Apr 95.

AFI 11-402, 1 Sep 97, is supplemented as follows:

- 1.4.** Aviation service cases must arrive at HQ AFMC/DOO within 30 workdays after initiation.
- 1.6.** Commander refers to the wing commander, operations group commander, Director of Flight Operations (DFO) or equivalent, who initiates aviation service action through command channels.
- 1.8.** Send requests for HQ USAF waivers to this instruction to HQ AFMC/DOO. HQ AFMC/DOO will coordinate proposed waivers and forward to HQ USAF/XOOT for approval.
- 3.6.4.** Host Operations Systems Management (HOSM) office will coordinate with squadron commanders regarding status of rated officers in Aviation Service Code (ASC) 04. If a commander determines ASC 04 status will extend beyond 180 days, the commander will request an extension from HQ AFMC/DOO.
- 3.7.1.** Commanders must work closely with servicing flight management office (FMO) or HOSM offices on all aviation service matters to ensure notification of appropriate agencies and completion of all actions.
- 3.7.1.5.3. (Added)** Commanders must inform the HOSM of the aircrew member's flying status via written correspondence whenever their status changes.

3.8.5. The HOSM sends the original case file to HQ AFPC/DPMROY and simultaneously sends copies to HQ AFMC/DOO. Include a copy of the recent record review, Individual Data Summary, Flying History Report, and Individual Flight Record.

3.8.7. The HOSM sends the original case file to HQ AFPC/DPMROY and simultaneously sends copies to HQ AFMC/DOO. Include a copy of the recent record review, Individual Data Summary, Flying History Report, and Individual Flight Record.

4.1.1. (Added) The commander must work closely with the HOSM on all aviation service matters to ensure all administrative actions are completed in a timely manner.

4.3.3. When a rated officer enrolled in the USAF Test Pilot School (USAFTPS), Experimental Test Pilot Course, or Flight Test Navigator Course fails to maintain academic or flying standards, the USAFTPS Commandant will do one of the following:

- Recommend the officer appear before a Flight Evaluation Board (FEB) (See paragraph 4.4.5.).
- Notify the officer he or she is suspended from USAFTPS. The officer may request a waiver of the FEB when they meet the conditions of paragraph 4.3.3.1. Use the format in attachment 29. Refer the officer to military legal counsel.

4.3.3.1. (Added) The USAFTPS Commandant may offer a rated officer the opportunity to request a waiver to an FEB, when the Commandant determines and documents the officer:

- Has not completed training satisfactorily because of factors unique to the training program and aircraft flight-testing.
- Is unable to complete training satisfactorily because of factors beyond their control.
- Performs basic rated skills satisfactorily as shown by the ability to perform fundamental aircrew functions safely and effectively.
- Displays qualities of judgment commensurate with his or her experience level.
- Does not display dangerous tendencies in performing flying duties common to the rated specialty.

4.3.3.2. (Added) To request an FEB waiver, an officer sends a written request to the USAFTPS Commandant IAW Attachment 30. Legal counsel must certify the request. (Local reproduction or assignment of local form numbers of this attachment is not authorized.)

4.3.3.3. (Added) When processing an FEB Waiver Request, the USAFTPS Commandant must make sure each request is accurate and develops a case file. The case file must contain the officer's complete training record, including an operational summary of progress. This summary must include, but is not limited to:

- Grades for flying missions.
- Grades for academic courses and reports.
- Comments on checkout flights, demonstration flights and check rides.
- Explanations of duty not involving flying status, interruptions or mitigating circumstances during training.
- Motivation and attitude.

4.3.3.3.1. (Added) Include recommendations of the reviewing authorities.

4.3.3.3.2. (Added) Be assembled and tabbed as follows:

- Tab A - Letter of notification to the officer.

- Tab B - Officer's request for an FEB waiver and record of legal counsel.
- Tab C - Training progress summary.
- Tab D - Complete training and aircrew qualification record.
- Tab E - Any other relevant material.

4.3.3.3.3. (Added) Be routed in the following order:

- AFFTC/CC.
- HQ AFMC/DO, no later than the 10th workday after the application date. HQ AFMC/DO will review the waiver request to ensure the requirements of paragraph 4.3.3.1. have been met.
- AFMC/CC

4.3.3.4. (Added) Approval or Disapproval of an FEB Waiver Request:

- AFMC/CC is the final approving authority. If approved, the officer will be eliminated from the USAFTPS and remain qualified for aviation service.
- Any level of command may disapprove the request and direct either an FEB is convened or the officer is reentered in training. Disapproval may indicate enough factors are not available in the request and a complete FEB review is required. If an FEB is directed, commanders must make sure the waiver disapproval does not in any way influence the FEB.

4.4.2. In the absence of a flying unit commander, the General Court-Martial convening authority in AFMC may be the convening authority for an FEB.

4.4.3. Do not appoint unit personnel in the respondent's chain of command who occupy a position of command or authority (i.e., Wing/CC/CV, Operations Group CC/CV, Squadron CC/DO) as board members.

4.6.2. Forward the convening authority report to HQ AFMC/DOO. HQ AFMC/DOO will disseminate the report to the appropriate reviewing agencies. Reviewing agencies will forward comments and recommendations to HQ AFMC/DOO within five working days. HQ AFMC/DOO will forward these recommendations to HQ AFMC/DO within five working days.

5.7. The Squadron Operations Systems Management (SOSM) office must ensure unit commanders are aware of the 120-day advance notification policy. Unit commanders must immediately notify the HOSM when enlisted aircrew members are PCS/PCA to a non-flying position. The 120-day advance notification does not apply to members who are considered for disqualification IAW paragraph 5.8. of the basic instruction.

5.8. Notify HQ AFMC/DOO of any proposed actions within 30 working days.

5.8.1.1. (Added) If initiation of disqualification action is prior to the date of separation and the aircrew member separates, continue the disqualification package. The member will not be given their Flight Record Folder until disqualification action is completed.

5.8.3. Commanders must immediately notify the HOSM upon initiation of an investigation. HOSM will assign ASC 04.

5.8.3.1. If drug abuse is not substantiated, the HOSM must immediately notify HQ AFMC/DOOT. Notification will constitute termination of any further actions, and ASC 04 is revoked. See attachment 31.

5.8.3.2. If drug abuse is substantiated, the HOSM must immediately notify HQ AFMC/DOOT. Action will be taken to permanently disqualify the member from aviation service (ASC 00). See attachment 32.

5.11. Send requests to HQ AFMC/DOO with complete justification.

5.11.4. (Added) Enlisted aircrew members will not be double billeted for more than 90 days without approval from HQ USAF/XOOT

6.5. Commanders must notify the HOSM when operations support status is completed.

6.6.3. Include the member's Duty Air Force Specialty Code (DAFSC) in the Remarks section of the orders.

6.7.1.1. Forward requests to HQ AFMC/DOO. Annual reports received by HQ AFMC/DOO after 15 Jun will be returned and resubmission of application for man-years will have to be made.

6.7.2.2. Submit requests to HQ AFMC/DOO.

6.7.2.3. Forward to HQ AFMC/DOO.

Attachment 29

FORMAT FOR MEMORANDUM OF NOTIFICATION

NOTE: Local reproduction or assignment of local form numbers of this attachment is not authorized.

DATE (DDMMYYYY)

MEMORANDUM FOR (OFFICER CONCERNED)

FROM: USAFTPS/CC

SUBJECT: Suspension from USAF Test Pilot School and Request for Waiver of the Flying Evaluation Board (FEB)

1. You are hereby suspended from participation in the USAF Test Pilot School Class _____. The reason for this action is your inability to show satisfactory progress in meeting training standards. Specifically, (provide brief summary of training deficiencies).
2. According to AFI 11-402/AFMC Supplement 1, I am offering you the opportunity to request a waiver of the FEB as a prerequisite for eliminating you from the training program. The reasons for this decision are as follows:
 - a. You are not able to complete your training satisfactorily because of factors unique to the training program and aircraft flight testing.
 - b. Your performance of basic rated skills is satisfactory.
 - c. Your judgment is commensurate with your experience level.
 - d. You have not displayed dangerous tendencies in performing the flying duties common to your rated specialty.
 - e. You are not able to complete your training satisfactorily because of factors you cannot control.
3. We have obtained military legal counsel (name, grade, duty address, and telephone number) to advise you of your rights. You may review your training records with counsel.
4. Please acknowledge receipt of this letter and return to me within 5 workdays.

(NAME), (Grade), USAF

Commandant, USAF Test Pilot School

Attachment 30

FORMAT FOR FEB WAIVER REQUEST

NOTE: Local reproduction or assignment of local form numbers of this attachment is not authorized.

DATE (DDMMYY)

MEMORANDUM FOR USAF TPS/CC

FROM: Grade, Name

USAF Test Pilot School Class _____

SUBJECT: Request for Waiver of Flying Evaluation Board (FEB)

1. I acknowledge receipt of your memorandum (date), SUBJECT: Suspension from USAF Test Pilot School and Request for Waiver of the FEB. I (choose) (do not choose) to request waiver of an FEB. (Paragraph 2 does not apply to officers who do not choose to request a waiver of an FEB.)
2. This request is submitted after consultation with legal counsel and with the understanding that:
 - a. Approval of the request for waiver entails waiving my rights to challenge the elimination action.
 - b. This request is subject to disapproval by AFMC/CC or any lower command authority, and I may be directed to appear before an FEB or directed to reenter training.
 - c. Final approval authority is AFMC/CC.
 - d. My elimination from this course precludes entry into other courses offered by the USAF Test Pilot School, U.S. Navy Test Pilot School, or equivalent foreign schools.

(Signature of Applicant)

(NAME), (Grade), USAF

(Applicant's name) made and signed the above statement after I fully counseled and advised (him or her) of (his or her) rights and privileges.

(Signature of Counsel)

(NAME), (Grade), USAF

Attachment 31

**NOTIFYING INDIVIDUAL OF POSSIBLE DISQUALIFICATION FOR AVIATION SERVICE
DRUG ABUSE, POSSESSION, OR DISTRIBUTION**

DATE (DDMMYYYY)

MEMORANDUM FOR (Functional Address Symbol, Name of Individual)

FROM: (Functional Address Symbol of Individual's Unit Commander)

SUBJECT: Possible Disqualification for Aviation Service Drug Abuse, Possession, or Distribution

Name and social security number (SSN):

Current Grade:

Officer Service Date:

Aviation Service Date:

Unit of Assignment:

Current Aeronautical Rating:

Additional Aeronautical Rating:

Date officer suspended from Aviation Service:

Known circumstances surrounding the alleged drug abuse:

Anticipated date investigation will be completed:

HOSM sends original copy of the case file to HQ AFMC/DOOT and an info copy to HQ USAF/XOOT.

Attachment 32

FORMAT FOR DISQUALIFICATION FROM AVIATION SERVICE BASED ON DRUG ABUSE, POSSESSION, OR DISTRIBUTION MESSAGE

DATE (DDMMYYYY)

MEMORANDUM FOR (Functional Address Symbol, Name of Individual)

FROM: (Functional Address Symbol of Individual's Unit Commander)

SUBJECT: Disqualification from Aviation based on Service Drug Abuse, Possession, or Distribution

Ref: (*Reference the original letter notifying HQ AFMC/DOO of the possible Disqualification from Aviation Service based on drug abuse, possession or distribution.*)

Name and SSAN:

Current Grade:

Officer Service Date:

Aviation Service Date:

Effective Date of Suspension from Aviation Service:

Aeronautical Order Number:

WILBERT D. PEARSON, JR., Brigadier General, USAF
Director of Operations